CITY OF KENT POSITION DESCRIPTION

Position Inventory Number:	PK684		
Classification Specification:	ADMINISTRATIVE ASSISTANT 1		
Salary Range:	NR23		
Position Description: Administrative Assistant 1			
Incumbent:			
Location: Parks and Recreations - Commons			

GENERAL PURPOSE:

Under the direction of Recreation Facility Manager or designee, provide responsible secretarial and administrative support in organizing office activities and coordinating communication with other functions, outside agencies and the general public.

Work is characterized by complex and specialized secretarial duties in support of the Recreation Division. Duties include, but are not limited to, answering the telephone, greeting visitors, providing information and assistance to others, composing, proofreading and editing correspondence, preparing meeting notices, agendas and minutes, receiving, sorting and distributing mail, posting records, processing forms, filing, etc.

Work is performed under general supervision. Supervisor defines objectives, priorities, and deadlines; and assists incumbent with unusual situations, which do not have clear objectives or precedents. Incumbent plans and carries out assignments and handles problems and deviations in accordance with instructions, policies, procedures and/or accepted practices. Work is evaluated for technical soundness and conformity to practice and policy.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Organize and oversee daily operation of an administrative office assuring efficiency of the office operations and staff; coordinate communications, relieving the Recreation Facility Manager of administrative detail.

Compose correspondence independently on a variety of matters from shorthand notes, rough drafts, transcription machine tapes or verbal instructions.

Monitor budget expenditures; assist in the preparation of the budget.

Train and lead other staff, as assigned.

Create, maintain and update Kent Commons and sports leagues web pages.

Assist in processing and maintaining timesheets/payroll and personnel records for the division.

Collect statistical, financial and administrative data to include reports, forms, and spreadsheet programs; conduct research and complete and analyze data.

Answer telephones; respond to routine citizen inquiries or complaints; provide information or services to callers and visitors including citizens, City employees and various outside agencies; take messages or refer callers and visitors to appropriate personnel or departments.

Provide information to administrators, other City departments, outside agencies and the public; interpret and explain City laws and guidelines, policies, programs, rules, requirements and procedures.

Prepare and distribute meeting and agendas; attend meetings and conferences to record proceedings or receive information; prepare and distribute comprehensive minutes as assigned.

Originate and independently prepare material for approval.

Open, sort and route mail; maintain a variety of confidential information, complex files and records.

Order, receive, store and distribute office supplies and forms; develop office forms and procedure.

Transcribe dictation from transcription machine tapes or shorthand notes; prepare and type letters, reports, bulletins and memoranda including materials of a confidential nature.

Plan and coordinate office operations; prepare and forward personnel related forms and documents.

Operate a variety of machines and equipment including computer terminal, calculator, transcribing equipment and copier.

Prepare and process purchase orders, requisitions, bills, expenses and other forms and documents for the recreation division. Track and maintain records of purchases done with procurement cards.

Maintain an understanding of the functions and programs of the division and their relation to the City operation as a whole.

Compile statistics and reports for all sports programs.

Keep and maintain all instructor and sports camp contracts.

Process all sports program refunds.

Become familiar with, follow, and actively support the vision, mission, values, and behavior statements of the department and the City.

PERIPHERAL DUTIES:

Perform related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

- Municipal government policies, procedures, structure, applicable local state and regional laws, codes,
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Applicable laws, codes, regulations, policies and procedures
- Organizational structure, policies, procedures, functions and activities of municipal government
- Modern office practices, procedures and equipment including personal computers and related software such as word processing and spreadsheet applications
- Record-keeping techniques
- Oral and written communications skills
- Telephone techniques and etiquette
- Basic accounting principals and bookkeeping techniques
- Interpersonal skills using tact, patience and courtesy
- Basic research methods

SKILLED IN:

- Using proper telephone etiquette and techniques to assist a diverse assortment of inquiries and persons
- Using effective interpersonal skills including tact, patience and courtesy
- Communicating effectively both orally and in writing

ABILITY TO:

- Provide secretarial and administrative support to a division-level administrator or special group
- Type at an acceptable rate of speed
- Transcribe dictation accurately at an acceptable rate of speed

- Compile and organize complex material and summarize in report-form
- Compose independently or from oral instructions, letters, memos, bulletin or other material
- Maintain a variety of complex filing systems
- Read, interpret and follow rules, regulations, policies and procedures
- · Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Analyze situations accurately and adopt an effective course of action
- Work independently with little direction
- Plan and organize work to meet schedules and time lines
- Understand and follow oral and written directions
- Maintain records and prepare reports
- Add, subtract, multiply and divide quickly and accurately
- Work confidentially with discretion
- Operate a variety of office machines and equipment
- Use Front Page software for web page

EDUCATION AND EXPERIENCE REQUIRED:

Education: Graduation from High School, or equivalency, supplemented by two (2) years

college-level training with specialized course work in recreation, business or

related field; and

Experience: Two (2) years of increasingly responsible administrative support, recreation

or public relations experience.

Or: In place of the above requirement, the incumbent may possess any

combination of relevant education and experience which would demonstrate the individual's knowledge, skill and ability to perform the essential duties

and responsibilities listed above.

LICENSES AND OTHER REQUIREMENTS:

Valid Washington State Driver's License

MACHINES, TOOLS AND EQUIPMENT USED:

Typical business office machinery and equipment including, but not limited to, personal computer including spreadsheet and word processing software, printers, telephone, fax machine, copy machine, calculator, and projector.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; talk; and hear. The employee frequently is required to type on keyboard for extended periods of time; reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus.

WORKING CONDITIONS:

Work is performed in an indoor office environment subjected to multiple interruptions by walk-in citizens, employees, telephone calls and interoffice activities. While performing the duties of this job, the employee may be exposed to individuals who are irate or hostile requiring conflict management skills. The noise level in the work environment is usually moderate.

SIGNATURES:			
Incumbent's Signature	 Date	Supervisor's Signature	Date
Approval:	Date	Capernice C Olginatare	Date
Department Director/Designee	Date	Employee Services Director/Designee	Date
** Note: This document will be	reviewed and	updated annually at the time of the employee's	}

performance appraisal; when this position becomes vacant; or, if the duties of this

position are changed significantly.

Revised: 10/31/07